

# Steps to Register as a Remote Online Notary (For Midterm Notaries)

Are you a current Florida notary? Would you like to perform remote online notarizations? If you answer "yes" to both questions, follow the steps below to register as a remote online notary in Florida:

**1 Complete the attached CNA Surety Florida Online Notary Public Bond Application.**

Enter your official notary name, home address, email address, commission number, and commission expiration date. You can look up your notary information by visiting the Florida Department of State's website at <https://notaries.dos.state.fl.us/not001.html>.

**2 Calculate the cost of the \$25,000 notary errors and omissions insurance policy.**

If you do not have one, go to [www.floridanotaries.com/notary-insurance](http://www.floridanotaries.com/notary-insurance) to order one. Enter your notary commission effective and expiration date, and our website will calculate the prorated cost of the e/o insurance policy. Enter the dollar amount populated on the attached order form.

**3 Send us your completed order form, CNA Surety bond application, and payment so we can prepare and email you the notary bond and e/o insurance policy.**

**Option 1** - Mail to:

American Association of Notaries, Inc., 7438 Park Place Blvd., Houston, TX 77087

**Option 2** - Fax to 713-649-0011 or email to [sales@usnotaries.com](mailto:sales@usnotaries.com). Then, call us with your payment information.

**4 Review the remote online notary [statutes](#) and [rules](#).**

**5 Complete our two-hour remote online notary training course at: <https://www.floridanotaries.com/notary-course>.**

A course certificate of completion is available for download upon completing the course.

**6 Choose a remote online technology provider listed on the [Florida Department of State's website](#).**

**7 Complete the [Application Registration for Online Notary Public](#).**

Sign this form in the presence of a notary.

**8 Complete an [Online Notary Public Required Information form](#).**

**9 Mail the following items to the Florida Department of State's address listed below:**

- Your notarized Application Registration for Online Notary Public
- Your Online Notary Public Required Information form
- A \$25,000 notary bond
- A \$25,000 e/o insurance policy
- A copy of your notary public commission certificate
- Your RON training course certificate of completion
- A \$10 registration fee

**Florida Department of State**

Division of Corporations

ATTN: Notaries

PO Box 6327

Tallahassee, FL 32314

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**American Association of Notaries®**

7438 Park Place Blvd., Houston, Texas 77087 • 713-644-2299

[www.floridanotaries.com](http://www.floridanotaries.com) • [sales@usnotaries.com](mailto:sales@usnotaries.com)



**FLORIDA ONLINE NOTARY PUBLIC BOND APPLICATION**

Please complete and fax to (605) 335-0357,  
or e-mail to us at uwservices@cnasurety.com

***This application is only for use by current Florida notaries wishing to become an Online Notary.***

Name as currently commissioned _____
Home Address _____
City _____ State _____ Zip Code _____
Email Address _____
Florida Notary Commission Number _____
Current Commission Expiration Date _____

To obtain a commission as an online notary, you must carry Notary Public Errors and Omissions coverage with a minimum amount of \$25,000. Please select the amount of coverage.

\$25,000   
 \$30,000   
 \$50,000   
 \$100,000   
 None Needed (coverage currently in place)

<b>Your CNA Surety Agent is:</b>	
American Association of Notaries	
_____	
Address 8811 Westheimer, Ste 207	
Street	
_____	
Houston	TX 77063
City	State Zip
_____	_____
Agent's Code 4 2 — 2 2 8 4 4	

***Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.***



P.O. Box 5077 Sioux Falls, South Dakota 57117-5077  
1-800-331-6053 FAX 1-605-335-0357  
www.cnasurety.com



## ORDER FORM (All States)

# American Association of Notaries

7438 Park Place Blvd., Houston, Texas 77087

Phone: 713-644-2299 Fax: 713-649-0011



Office Hours: M-F 9am - 5pm CST

## 2 Easy Ways To Order:



**Online:**

[www.floridanotaries.com](http://www.floridanotaries.com)



**By Mail:**

American Association of Notaries  
PO Box 630601, Houston, TX 77263

Applicant Name \_\_\_\_\_

### Shipping Address

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

**Shipping Information:** Your shipment contains valuable items. Ship to an address where someone will be available to receive your order.

### Form of Payment

Mail To: PO Box 630601, Houston, TX 77263

Check enclosed payable to: **American Association of Notaries**  
Check No. \_\_\_\_\_

Please charge my credit card account:



□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Expiration Date: □ □ □ □

Customer Signature \_\_\_\_\_

**Billing Address** (Leave blank if same as shipping)

\_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

AAN Membership/Account No. (if available) \_\_\_\_\_

Please view our refund and return policy at <https://www.usnotaries.com/refund-policy>.

Type in any special instructions regarding shipping, stamp manufacturing, or other special needs

ITEM #	PRODUCT DESCRIPTION (Include color choices for stamp ink and cases where applicable)	QUANTITY	PRICE	TOTAL
FLNPB1	Four-year, \$25,000 Florida Notary Bond	1	\$65.00	
FLEO	Four-year, \$25,000 E/O Insurance Policy		\$	
	Go to <a href="http://www.floridanotaries.com/notary-insurance">www.floridanotaries.com/notary-insurance</a> to calculate the cost of the e/o insurance policy and enter the amount on the right.			
Prices Include Florida Sales Tax Where Applicable			USPS Shipping	\$
			Subtotal*	\$
			<b>GRAND TOTAL</b>	\$



Please add an additional **\$9.00** for UPS Ground delivery.

USPS Shipping  
Subtotal\*  
**GRAND TOTAL**